



Office of U.S. Senator Claire McCaskill

REQUIRED DOCUMENTS FOR SERVICE ACADEMY APPLICANTS

It is the student's responsibility to ensure that Senator McCaskill's St. Louis district office receives all application materials on or before the application deadline: **October 1, 2018**. Applications not completed on or before the deadline will not be considered for a nomination. Failure to follow application instructions will be considered during the evaluation process. For full details on required documents, please see Section 4 of the online questionnaire.

Except the online questionnaire, all application materials must be sent to the Senator's St. Louis office:

*Office of U.S. Senator Claire McCaskill
ATTN: Service Academy Coordinator
5850 Delmar Boulevard, Suite A
St. Louis, MO 63112*

1. Online Questionnaire

A link to the online questionnaire can be found at www.mccaskill.senate.gov. The questionnaire is online only and must be submitted online before or on the deadline to be considered for a nomination.

2. Official Transcript(s) and "High School Transcript Cover Sheet"

Students must submit an official high school transcript along with the "High School Transcript Cover Sheet" in a sealed envelope with a designated school representative's signature over the seal.

Students can find the "High School Transcript Cover Sheet" on the Senator's website or Section 4 of the questionnaire. At minimum, submitted transcripts must be complete through the end of the student's Junior year. If students have completed any college courses prior to the application deadline, they should submit a college transcript. College transcripts do not require a cover sheet.

3. Letters of Recommendation

Students must submit three (3) letters of recommendation. One of these letters must be written by either a current or former high school science or math teacher. The letters must be in sealed envelopes with the signature of the recommenders over the seal, and students should not submit more than the requested number of letters.

4. Official ACT/SAT Score Report

Students must submit an official SAT and/or ACT test score report. Students should request that the SAT or ACT testing companies mail a copy of their official score report to Senator McCaskill's St. Louis office so that it is received on or before October 2. The SAT code number for our office is **6158** and the ACT is **7150**. Any scores listed directly on the student's official high school transcript will also be accepted.

Please contact the Service Academy Coordinator at (314) 367-1364 or academy@mccaskill.senate.gov with questions or concerns.